



WAREHOUSE

Getting Started with Warehouse

User Guide › Warehouse

VERSION
118

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DOCUMENT
warehouses-2/warehouses-getting-started

CONTENTS

1	What you can do	4	3	Result	5
2	First session: Find and save a warehouse record	5	4	Next steps	5
			5	Related pages	5

User Guide › Warehouse

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My Desk

Task

Follow Up with PM getting offer and ...

Task Purpose

Follow Up with PM getting offer and make s

Owner

Tags

Job: loading...

Account: loading...

Account: PPC

Account: PM PIPING

Description

We need to get PM offer on Friday 17/04/2020 with approval on payment to SHOTEC net 90 days and accepting partial order, also follow up with SHOTEC finance issuing Bid Bond

Priority

High

Start Date

13 Apr 2020

Due Date

15 Apr 2020

Reminder

No reminder yet

Task Progress

100%

Assign To

Select...

Follow

1 Follower(s)

Sub-tasks

Activities

Comments

Attachment

Last Modifications

All

My Tasks

Following

View completed tasks

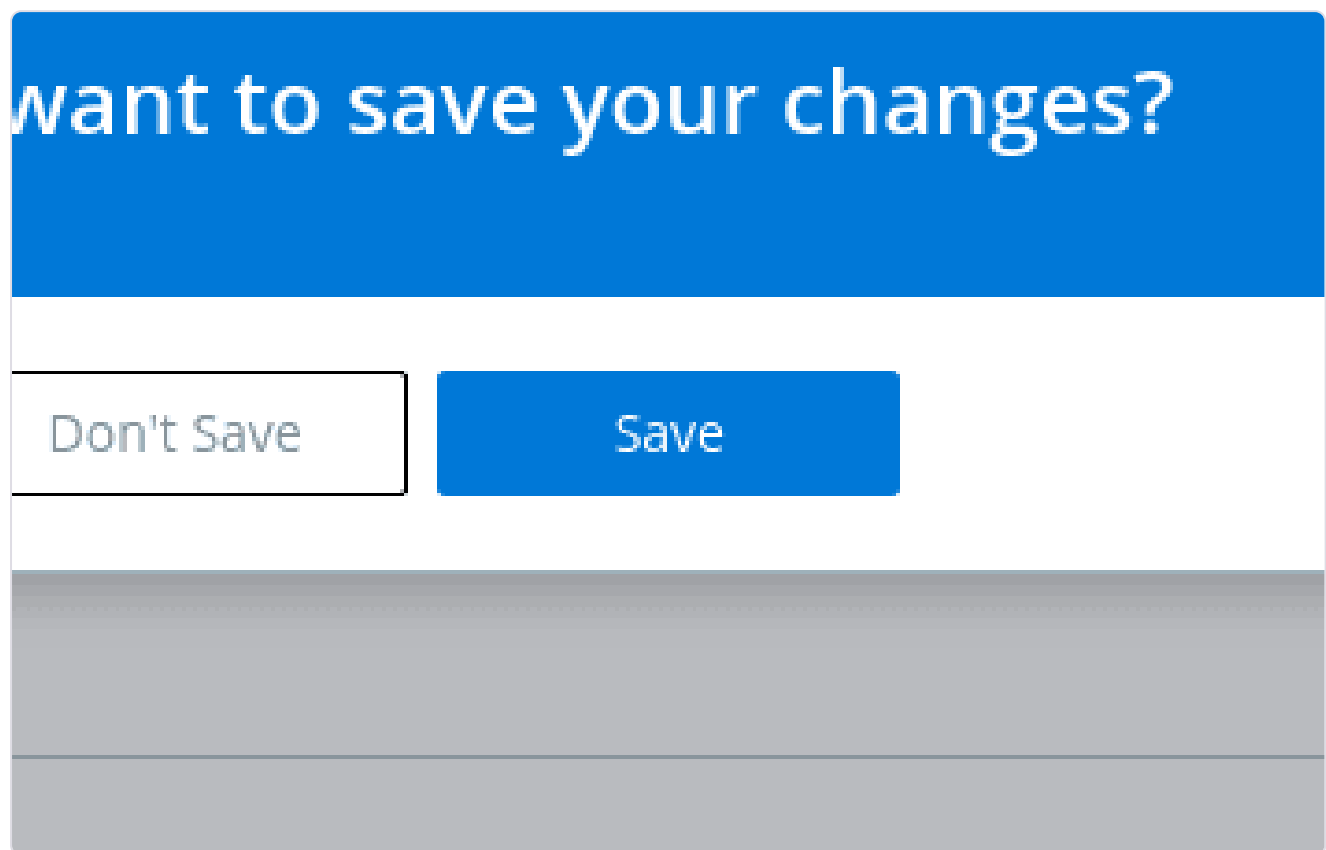
Title	Owner	Start date	Due date	Status	Importance
q	q	q	q	q	q

No data

Count: 0.00

1

Warehouse record

**Figure 1**

Save

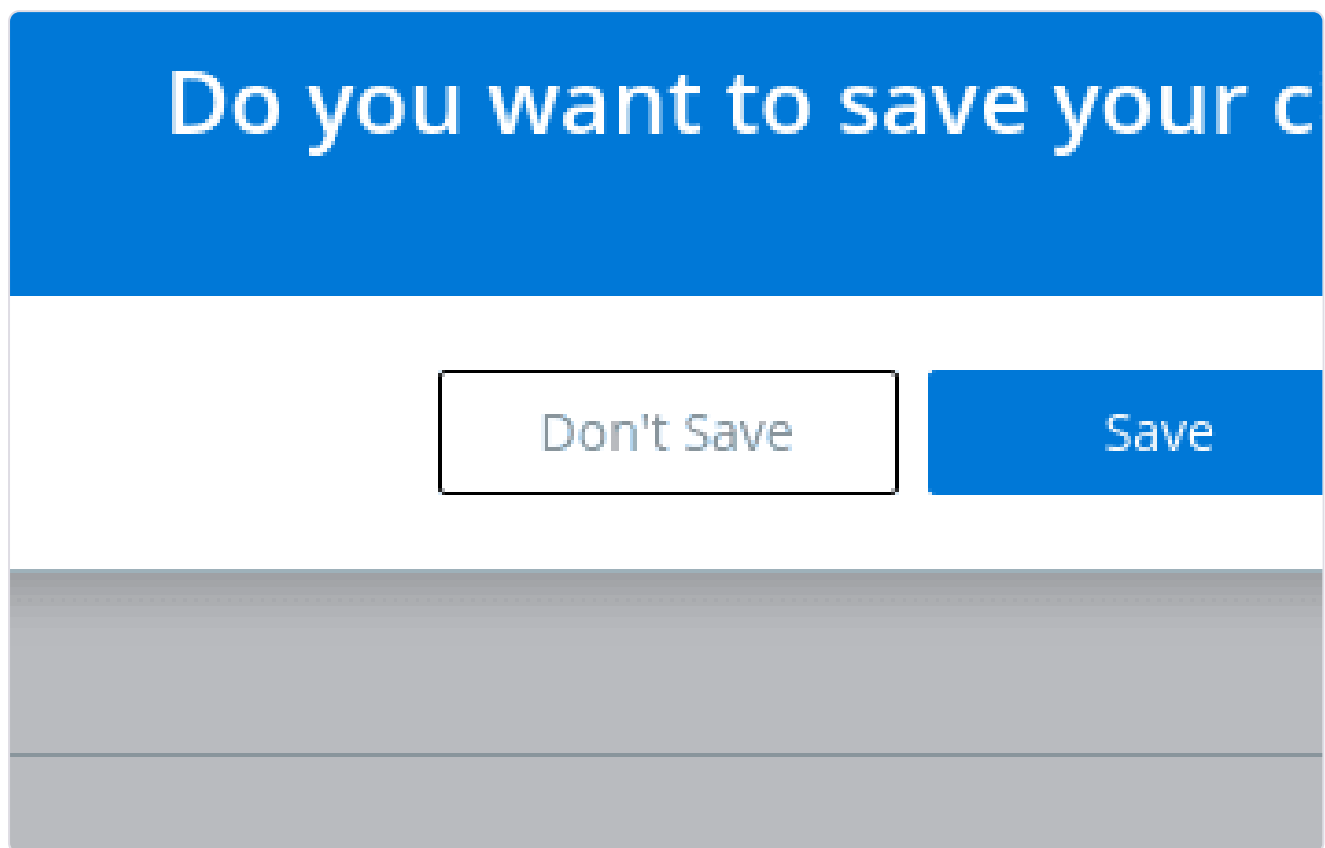


Figure 2

Don't Save

Use Warehouse to locate a warehouse record, review its details, and save the information needed for ongoing warehouse operations.

1 What you can do

- Use **Search box** to find a warehouse record.
- Use **Select** to open a warehouse record.
- Use **Filter by user** and **Filter by field** to narrow the displayed records.
- Use **Previous Page**, **Page 1**, and **Next Page** to move through record pages.
- Use **Incoming Inspection Note** to work with incoming inspection notes.
- Use **Tickets** to access warehouse tickets.
- Use **Save** or **Save and Close** to store changes to a warehouse record.

2 First session: Find and save a warehouse record

- 1 In Warehouse, use **Search box** to locate the required warehouse record.
- 2 If necessary, use **Filter by user** or **Filter by field** to narrow the results.
- 3 Use **Select** to open the warehouse record.
- 4 Review the record and complete the relevant warehouse information.
- 5 Select **Save** to keep the record open after saving, or select **Save and Close** to save the record and return to the previous screen.
- 6 If you do not want to retain your changes, select **Don't Save**.

3 Result

The warehouse record is saved with the updated information. If you selected **Save and Close**, the record closes after the changes are stored.

4 Next steps

Open **Incoming Inspection Note** to record incoming inspection information, or select **Tickets** to continue with warehouse-related tickets.

5 Related pages

- [Warehouse — Overview](#)
- [Delivery Note](#)
- **Warehouse — Learning Path**
- [External Service Type](#)
- [Inspection](#)
- [Goods Issue Note](#)
- [Awaiting Inspection](#)
- [Awaiting Storage](#)
- ****Delivery Note**
- [External Service Type](#)
- [Inspection](#)
- [Goods Issue Note**](#)
- [Package](#)

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- [Received](#)
 - [Goods Return Note](#)